Format application for a TLC voucher innovation project

Through this form, you can request a TLC voucher for an educational innovation project. We do not expect a detailed document; brief and concise is fine. As a guideline, we suggest 1750 words for the entire application. If you have any questions regarding the application, please feel free to contact us at TLCvouchers@ru.nl.

Project title
Provide a brief title that captures the essence of the project as much as possible. Optionally, add a longer subtitle.

Contact information applicant
- Faculty and department
- Contact person (name, email, and phone number)
- Budget number (cost heading) where the voucher amount should be allocated
- If applicable: specify the course within this innovation will take place.

Summary
Provide a brief summary of the innovation project (200 words). We will use this summary for inspiration in web texts and communication materials about the project.

Background
Outline a problem or opportunity in the educational practice that you aim to address with this innovation.
* A requirement for a TLC voucher is that the problem or opportunity is related to the learning and teaching of students or teachers, or the organization of education.

Context
Describe what is known about the educational area relevant to the innovation. Provide an overview of relevant facts and practical experiences and/or literature on the subject. Also, indicate if little is known.

Innovation
Explain the innovative part you intend to introduce in education. Describe the interventions that will take place and the actors involved.

Objectives
Describe the goal of your innovation project. Formulate what the project will specifically mean for education and the learning outcomes of students.

Project Outcome
Describe the practical results and/or concrete products that this project will yield. Also, indicate which results or products can be shared with colleagues (from other programs) later and how they will be shared.

Relevance
Explain the relevance of the project to your own program. Describe the potential added value of the project for other interested parties within the faculty/university; what can
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they learn from this project?

Collaboration
Indicate who the project's collaborative partners are and the expertise they will bring. Is there already cooperation or support from the faculty? Also, specify the educational expertise required.

Work plan
Provide a schedule of the project over time. List schematically the activities that are part of the project, how much time they will take and by whom they will be performed (function, availability and if possible name). Define intermediary milestones in the project and link the activities to the relevant objectives.

Evaluation
Describe how progress monitoring is arranged in the project. Indicate how you will determine whether the goals of your innovation project have been achieved and who you will involve in this process. Describe also how you will collect what has been learned from the project and what you will do with these lessons. Finally, indicate how you will share the outcomes of the innovation with colleagues and interested parties.

Project budget
Provide an overview of costs that will be incurred in the project. Indicate for which costs the TLC voucher will be used and what contribution will be made by the department itself (e.g. development or implementation hours).

* Use the project budget to demonstrate that the intended goals can be realized in the planned time with the available expertise, manpower and facilities. Regular educational work (necessary for the development and implementation of the course, separate from the innovative aspect) and equipment acquisition costs are not eligible for funding from the TLC vouchers.

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What do we consider when reviewing your application?

a. The application is complete (according to format) and clear.

b. The relevance of the innovation project is convincingly argued.

c. There is a potential added value of the project for other courses at Radboud University.

d. There is a logical relationship between the reason, background, innovation (intervention), objective, project result, work plan and budget.

e. The method of evaluation ensures that project progress is monitored, achievement of objectives is measured, and lessons are learned from the project.

f. Collaboration is sought with professionals from different departments (or outside Radboud University) with relevant experience.

g. The budget is balanced and includes salaries, overhead, departmental contribution, etc.

h. The project can count on support from key stakeholders (think program director, head of department, department coordinator etc).

i. The project applicants or the department itself finance part of the project, for example with departmental funds.